



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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MATTHEW J. PLATKIN
Acting Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

March 4, 2022 NOTICE OF JOB VACANCY #22-160

Opportunities currently exist in the classified service with the Department of Law and Public Safety, Juvenile Justice Commission, for applicants who meet the requirements specified below:

TITLE: Clerk Typist

SALARY: \$29,635.20 to \$41,028.21

LOCATION: Juvenile Justice Commission
New Jersey Training School
P.O. Box 307
Monroe Township, NJ

NUMBER OF POSITIONS AVAILABLE: Two (2)

DUTIES: Under supervision, types and also performs routine, repetitive, clerical work of a varied nature; does other related duties as required.

REQUIREMENTS

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

NOTE: Successful completion of a clerical training program with a minimum of 700 clerical training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for the experience indicated above. Coursework must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.

SPECIAL NOTE: A five-minute qualifying typing/keyboarding test (scored on a pass/fail basis) will be scheduled or administered during the interview process. Applicants who have taken a typing/keyboarding test administered by the Civil Service Commission (CSC) or an approved representative of the CSC and have been issued a scoring report indicating a passing score, or a proficiency certificate, are not required to be tested again but proof must be submitted with resume. Candidates will be graded on a scale based on the number of errors made. The minimum acceptable typing speed is 25 net words per minute. Net words equals total words per minute minus errors.

RESUME NOTE: Eligibility determination will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

If qualified, please send a cover letter indicating interest in job vacancy announcement #22-160, typing proficiency certificate or score report from a CSC approved typing/keyboarding test (if applicable), and current resume on or before the closing date of March 18, 2022 to:

Recruitment Officer
jjcrecruitment@jjc.nj.gov

-OR-

Recruitment Officer
Juvenile Justice Commission
Office of Human Resources
P.O. Box 107, Trenton, NJ 08625-0107

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

